



JOB DESCRIPTION

JOB TITLE: Receiving Clerk	FLSA: Non-Exempt
Department: Facilities	Date Reviewed: 11/15/2022
Security Sensitive: Yes	Grade: A-13
Reports To: Director of Facilities	

Job Summary

Under the direction of the Director of Facilities, receives delivery of items to the College, communicates with vendors, helps maintain a computerized record of inventory of assets, sorts and distributes mail, and coordinates and oversees campus auctions. Performs some secretarial tasks for the Director of Facilities.

Essential Functions

- Accepts delivery of items to the College;
- Verifies packages according to order and invoices (quantity, quality, price etc.);
- Contacts supplier or shipper if a mistake is identified;
- Adheres to Galveston College guidelines for receiving and processing assets and equipment;
- Maintains accurate records and assists in inventory control;
- Notifies maintenance of requested services via email or two-way radio;
- Sorts and delivers incoming mail by department and/or employee;
- Coordinates campus auctions;
- Maintains First Aid Kits and Defibrillators on college campus;
- Maintains Security uniform inventory and equipment;
- Orders, inventories and restocks custodial supplies;
- Serves as back-up for the switchboard;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimums Education, Skills and Abilities

- High School diploma or GED;
- Previous experience as a receiving clerk or similar position;
- Working knowledge of Microsoft Word, Excel and computer programs for entering data
- Forklift certification within 90 days of job entry date;
- Able to work independently and within a team;

- Excellent communication and organizational skills with a commitment to quality service;
- Able to lift 25 - 30 lbs.
- Knowledge of physical plant operations is preferred.

Work Environment

- This position is primarily sedentary, working at a desk in a climate controlled office.

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date